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Principal investigator	
Co-investigator(s)	
Project title	
Funder(s)	
Start date	
End date	

Data creation/collection

What existing sources of data will be used?
What are the characteristics of the data?
How will the data be collected?
Who owns the copyright and intellectual property involved?
How will the quality of the data be guaranteed?

Data management, documentation and curation

What will be the primary storage medium and location?
How will files and folders be named?
How will the data be described and documented?
How will file versioning be managed?

What metadata standards and formats will be used?
How will non-digital data be catalogued, described and stored?

Data security

What is the nature of any security requirements?
What are the main risks to data security?
What measures will be taken to comply with these requirements and mitigate the risks?
To whom will access be granted/restricted?
How will resilience be guaranteed?

Data archival and preservation

How will long-term preservation be assured?
What data must be retained, for how long and in what format?

What metadata/documentation must be deposited with the data?
Who will have long-term responsibility for the data after the project ends?

Data publication and access

Do you have an obligation or intention to publish/share your data?
What secondary use is intended or foreseeable?
What difficulties are expected in sharing?
What data will/will not be published as outputs from the project?
How will potential users discover the data/metadata?
How will continued access be guaranteed?
When will the data be published?
What license conditions and other restrictions will apply?

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Roles, responsibilities and resourcing

Which named roles or individuals have specific data management responsibilities?
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What relevant policies at the University of Bath and partner institutions apply?
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How will adherence to this plan be checked and/or demonstrated?

When will implementation of this plan be reviewed and by whom?
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What resources will be required to implement this plan?
